



REQUEST FOR QUOTATION

SHOPPING NO.: RFQ19-060

Supply and Delivery of Toners and Ink Cartridges

July 23, 2019

Dear Sir / Ma'am:

Please quote your lowest price on the item/s listed below.

SGD
TONI ROSE E. UNCIANO
Administrative Services Officer V

Qty	UOM	Item Description	Approved Budget for the Contract	Price Proposal	
				Unit Price	Total Price
1	Piece	HP Laserjet Pro P1606dn, CE278 A, Black	₱3,114.80	₱	₱
2	Piece	Samsung ML-2160, MLT-D101s, Black	₱5,200.00	₱	₱
7	Piece	Fuji DPB 215B Laser, CT201609	₱12,600.00	₱	₱
3	Piece	Brother HL 4150 CDN, TN 340 (Y), Yellow	₱9,450.00	₱	₱
2	Piece	Brother HL 4150 CDN, TN 340 (C), Cyan	₱6,300.00	₱	₱
7	Piece	HP Color Laser Jep Pro MFP M177fw, HP 130A CF350A, Black	₱20,370.00	₱	₱
7	Piece	HP Color Laser Jep Pro MFP M177fw, HP 130A CF351A, Cyan	₱20,160.00	₱	₱
7	Piece	HP Color Laser Jep Pro MFP M177fw, HP 130A CF352A, Yellow	₱20,160.00	₱	₱
7	Piece	HP Color Laser Jep Pro MFP M177fw, HP 130A CF353A, Magenta	₱20,160.00	₱	₱
4	Piece	HP Laserjet P1102w, CE285A, Black	₱11,573.12	₱	₱
2	Piece	Brother MFC-L8900 CDW, TN 451 BK, Black	₱7,190.00	₱	₱
5	Piece	Brother MFC-L8900 CDW, TN 451 C, Cyan	₱17,975.00	₱	₱
5	Piece	Brother MFC-L8900 CDW, TN 451 M, Magenta	₱17,975.00	₱	₱
5	Piece	Brother MFC-L8900 CDW, TN 451 Y, Yellow	₱17,975.00	₱	₱



Qty	UOM	Item Description	Approved Budget for the Contract	Price Proposal	
				Unit Price	Total Price
2	Piece	Sharp MX3050-N, Black	₱13,940.00	₱	₱
1	Piece	Sharp MX3050-N, Yellow	₱13,705.00	₱	₱
1	Piece	Sharp MX3050-N, Cyan	₱13,705.00	₱	₱
1	Piece	Sharp MX3050-N, Magenta	₱13,705.00	₱	₱
TOTAL			245,257.92		
Delivery Period:		THIRTY (30) Calendar Days from receipt of Contract / Purchase Order			
Delivery Site:		6F Exchange Corner Building, V.A. Rufino St. cor. Esteban St., Legaspi Village, Makati City			

Required Documents/Information to be submitted as Attachments to the Proposal:

- Mayor's/Business Permit
- PhilGEPS Registration Number/Certificate
- BIR Certificate of Registration

TERMS AND CONDITIONS:

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. Price Validity: All prices quoted herein are valid, binding and effective for a period of THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.

UNDERTAKING:

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this _____ day of _____ 20_____.

[Signature over Printed Name of Authorized Representative]

[designation / position]

[Email Address]

[Telephone / Fax Numbers]

Duly authorized to sign Bid for and on behalf of _____

[Company Name]